

Title:	<b>Flexible Work Hours Program</b>	
Purpose:	To establish a flexible work hours program and guidelines.	
Issued by:	Labor Relations and Training	Date: February 15, 2005
References:	CS Circulars 924 (9-28-73) and 44-85 (12-19-85)	

**I. POLICY**

- A. To provide eligible employees the opportunity to participate in setting their own work hours within specified time limits.
- B. To improve productivity and provide better service to the public.
- C. To provide a measure of relief during peak hour traffic.

**II. DEFINITION**

Flexible work hours is a plan where individual work schedules are established within specified time limits to suit the desires of employees, within the operational requirements of their departments.

**III. RESPONSIBILITIES**

All appointing authorities shall be responsible for implementing the Flexible Work Hours Program within their department, based on operational requirements.

The following situations may preclude participation in a flexible work hours program:

- A. Employees who are on a pre-scheduled shift work basis;
- B. Employees who must report at a pre-set time and place for transportation to work sites;
- C. Employees who work in a crew situation where all members of the crew must necessarily start and end work at the same time; and
- D. Other employees whose work circumstances do not permit deviation from pre-set working hours.

The primary consideration is to make available opportunities for employees to choose starting and ending work times depending on their individual needs within the operational requirements of their departments. It should be understood that operational requirements, staffing or other work situations may change from time to time which may further require adjustments to the starting and ending times of some employees.

**IV. SCOPE OF FLEXIBLE HOURS**


City offices are to be open to serve the public between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday except legal holidays.

Starting times for this program may be any time between the hours of 7:00 a.m. and 8:30 a.m., except that employees who normally ride express buses may start as early as 6:30 a.m. Ending times will therefore be between the hours of 3:15 p.m. and 5:15 p.m., provided that the 8-hour work requirement is met by employees.

To insure that a department providing direct services to the public is adequately staffed between the regular office work hours of 7:45 a.m. and 4:30 p.m., it is necessary to always have at least one employee start no later than 7:45 a.m. and that adequate staff is provided throughout the day to 4:30 p.m. Other employees may start between 7:00 a.m. and 8:30 a.m. as approved by the appointing authority.

Following is a diagram of a flexible working hours day:

Express riders	Flexible Starting Times	Flexible Quitting Times
6:30 a.m.	7:00 a.m. through 8:30 a.m.	3:15 a.m. through 5:15 p.m.
	7:45 a.m. - 4:30 p.m.	

 Regular office work hours

## **V. IMPLEMENTATION PROCEDURES**

- A. Each appointing authority shall set out the parameters of flexible hours for his/her particular department and initiate internal controls and procedures for its operation.
- B. Within the limits set in this policy, the wishes of individual employees or groups of employees shall be considered when scheduling working times within a department.
- C. The Department of Human Resources will advise departments on implementing procedures, as required. The following procedures are recommended:
  1. Each department establishes specific time frames. This will be made available to employees in work units or operations. For example, the starting times for the 7:00 a.m. to 8:30 a.m. time span may be designated at half-hour intervals along with normal 7:45 a.m. starting time. The designation of starting times and the number of employees that will be allowed at each of the designated starting times should be controlled by the department.
  2. Notify employees of the designated starting times available to them.
  3. Permit employees to make their choice of starting times known. It may be necessary to ask that more than one choice be made in the order of preference.
  4. Accommodate employees wherever it is operationally possible by granting them the starting time of their choice or work out alternate choices. In the event the employee cannot be accommodated, the employee will revert to the 7:45 a.m. starting time.

5. When two or more employees desire the same starting times and all cannot be accommodated, departments should be guided by the following considerations.
  - a) Employees belong to car pools or use public transportation.
  - b) Employees work out an arrangement among themselves which is satisfactory to the department.
  - c) As a final determination, apply jurisdiction seniority within the work location or operation of the affected employees. The department may also elect to rotate starting times among such employees over a logical and reasonable period of time.

#### D. EXCEPTIONS

Appointing authorities are authorized to grant changes in the flexible work hours of employees on an exception basis, subject to the operational requirements of the department. Such changes can extend beyond the scope of flexible hours provided for in this policy. Exceptions may be granted to alleviate work and family conflicts and provide increased flexibility to employees in dealing with personal and family responsibilities under special or unusual circumstances.